

# Active Accounting System Rules

Consistent procedures are necessary to meet our state-established financial requirements. Please study the following policies and guidelines pertaining to financial compliance.

- All balances are due in our office on the **10<sup>th</sup> of the month** and must be paid as billed; **do not adjust the billing statement.**
- **ENTITIES MUST CONTRIBUTE NO LESS THAN THE CURRENT STATE EMPLOYER SHARE FOR ITS ACTIVE EMPLOYEES.**
- You must return a completed remittance advice form with every payment. Do not return any other section of the billing statement with your payment.
- Make all checks and Interdepartmental Transfers (IDTs) (agencies only) payable to the Employee Insurance Program (EIP). If your office also is required to pay for retiree, survivor and COBRA subscribers, submit a separate check for these premiums.
- If payment is made by IDT, return two copies of the completed remittance advice form. All IDTs must be forwarded to EIP. Do not send IDTs to the Comptroller General's Office.
- Use the return envelope provided or copy the address shown on the return envelope for all mailings.
- If there is a keying error on the coverage processing section of the bill, please contact the **Operations Unit at 803-734-0614.**
- If there is an inquiry concerning the Account Summary or Billing Summary, contact the **Accounting Department at 803-734-1696.**
- Payment of one month's advance billing is due by July 15 each year for active employees. The advance billing is the total employer contribution for health, dental, life and LTD as determined by EIP enrollment files for July.
- Do not delay the regular remittance of monthly premiums due to failure to collect payments. **PAYMENT IS DUE AS BILLED. THE COLLECTION OF PREMIUMS HAS NO BEARING ON PAYMENT.**

## Collecting Premiums for Mid-month Changes

- You must collect premiums for the entire month for family status changes effective **on or before the 15<sup>th</sup>** of the month.
- Do not collect premiums for the entire month for family status changes effective **after the 15<sup>th</sup>** of the month.
- You must collect premiums for terminations due to the death of an **employee after the 15<sup>th</sup>** of the month.
- Do not collect premiums for terminations due to the death of an **employee on or before the 15<sup>th</sup>** of the month.